

**INFORMATION REQUEST to West Virginia County Clerk**

FOLLOW INSTRUCTIONS (front and back) CAREFULLY

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|---|
| A. NAME & PHONE OF CONTACT OF REQUESTOR |
| B. RETURN TO: (Name and Address)        |

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. DEBTOR'S EXACT FULL LEGAL NAME - insert only one Debtor name (1a or 1b)

1a. ORGANIZATION'S NAME

OR

1b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

2. INFORMATION OPTIONS RELATING TO UCC FILINGS AND OTHER NOTICES FILED IN YOUR OFFICE THAT INCLUDE AS A DEBTOR THE DEBTOR NAME INDICATED IN ITEM 1:

- 2a.  **SEARCH CERTIFICATE** — Please furnish a certificate/report listing ALL (regardless of Debtor's address and Social Security or Tax ID #) presently effective financing statements, related subsequent filings including statements of assignment, and other notices, showing the date and time of filing and the name and address of each Secured Party named therein.
- 2b.  **SEARCH CERTIFICATE and ALL COPIES** — Please furnish search certificate/report (as described in 2a above) and exact copies of each page of ALL financing statements, related subsequent filings including statements of assignment, and other notices, including ALL attachment pages.
- 2c.  **SPECIFIED COPIES ONLY** — Please furnish exact copies of each page of the financing statements, related subsequent filings including statements of assignment, or other notices (including all attachments) that are identified below by document locator number. Certain filing offices require additional identifying information — please complete if required.

| Document Locator # | Date Document Filed | Additional Identifying Information (if required) |
|--------------------|---------------------|--|
|                    |                     |  |
|                    |                     |  |

- 2d.  **SEARCH CERTIFICATE and PARTIAL COPIES (ALL FILINGS—FIRST PAGES ONLY)** — Please furnish search certificate/report (as described in 2a above) and exact copies of the FIRST PAGE ONLY of ALL financing statements, related subsequent filings including statements of assignment, and other notices.

3. DELIVERY INSTRUCTIONS (request will be filled by mail to address shown in item B unless otherwise instructed here):

Pick Up  Other

Specify other desired method here — verify that desired method is available in this state — and include other pertinent delivery information (e.g., courier name, addressee's account number with courier, addressee's telephone number, etc.)

[This area of national form reserved for options available in particular state.]

## Instructions for National Information Request (Form UCC11)

Please type or laser-print this form. Be sure it is completely legible. Read all Instructions. Follow Instructions completely.

Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. Filing office cannot give legal advice.

Do not insert anything in the open space in the upper portion of this form; it is reserved for filing office use.

When properly completed, send form parts 1 and 2 labeled Filing Officer Copy, with required fee, to filing office. Always detach Requestor Copy.

Filing office may offer additional information options. Contact filing office or use form specially designed by filing office to obtain additional information options.

Remit applicable fee to filing office together with Information Request. Contact filing office concerning applicable fees and availability of filing office accounts or other fee payment methods.

A. To assist filing offices that might wish to communicate with requestor, requestor may provide information in item A. This item is optional.

B. Enter name and mailing address of requestor in item B. This item is NOT optional.

1. **Debtor name:** Enter only one Debtor name in item 1, an organizations's name (1a) or an individual's name (1b). Enter Debtor's exact full legal name. Don't abbreviate.

1a. **Organization Debtor.** "Organization" means an entity having a legal identity separate from its owner. A partnership is an entity; a sole proprietorship is not an organization, even if it does business under a trade name. If a Debtor is a partnership, enter exact full legal name of the partnership; you need not enter names of partners as additional Debtors. If Debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed charter documents to determine Debtor's correct name, organization type, and jurisdiction of organization.

1b. **Individual Debtor.** "Individual" means a natural person, this includes a sole proprietorship, whether or not operating under a trade name. Don't use prefixes (Mr., Mrs., Ms.). Use suffix box only for titles of lineage (Jr., Sr., III) and not for other suffixes or titles (e.g., M.D.). Use married woman's personal name (Mary Smith, not Mrs. John Smith). Enter individual Debtor's family name (surname) in Last Name box, first given name in First Name box, and all additional given names in Middle Name box.

For both organization and individual Debtors: Don't use Debtor's trade name, DBA, AKA, FKA, Division name, etc. in place of or combined with Debtor's legal name (e.g., DO NOT use "Simpson Motor Inc. DBA Cornelia Car City" or "John Smith DBA Smith's Coffee Shop"). Search results in response to such a search request may not reveal financing statements on file that correctly use the legal name of the Debtor.

2. **Information Options:** Check only one box (2a, 2b, or 2c).

3. **Delivery Instructions:** Unless otherwise instructed, filing office will mail information to the name and mailing address in item B. If information will be picked up from the filing office, check the "Pick Up" box. For other than mail or pick up, check the "Other" box and specify other delivery method. If specifying courier delivery, include courier name and account number to bill for delivery charge. Filing office will not deliver by courier unless prepaid waybill or account number for billing is provided. Contact filing office concerning availability of fax service or other delivery options.